

How to do Business With the City of Las Vegas Outreach



The City of Las Vegas (City) Purchasing & Contracts

- Responsible to purchase goods, services and construction for the City of Las Vegas, including:
 - Develop procurement strategies
 - Develop sources
 - Conduct solicitations
 - Negotiate prices and terms and conditions
 - Finalize contract documents

Applicable Laws

- Nevada Revised Statutes (NRS) 332 for Goods and Services; and
- NRS 338 for Construction
- <http://www.leg.state.nv.us/law1.cfm>



NRS 332

Bids (Goods and General Services)



- \$25,000 or less – Only one quote required
- Over \$25,000 - \$50,000 – Two or more written quotes must be requested
- Over \$50,000 – Formal advertisement and bidding required

NRS 332

Competitive Bidding Exceptions

- Contracts not adapted to award by competitive bidding; eliminate the need for quoting or bidding.
- NRS 332.115 lists all the exceptions to competitive bidding.
- City is not prohibited from advertising for or requesting bids for items listed in NRS 332.115.

NRS 338

Construction Services

- \$25,000 or less –
Only one bid required
- More than \$25,000 -
\$100,000 – At least
three or more bids
must be requested
- More than \$100,000 –
Formal advertisement
and bidding required



Get Acquainted With the City Website

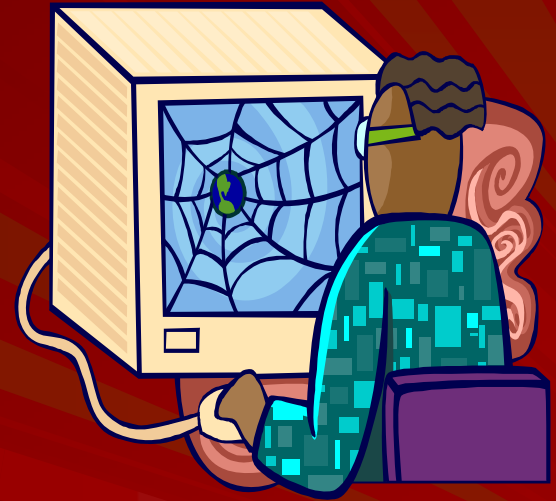
- Register to be a supplier (provider of goods and services) or contractor (public works construction projects) on the City website: Go to www.lasvegasnevada.gov ; Click on “Business” tab; Scroll down and click on “Doing Business With the City of Las Vegas”; Click on “Register” and fill out required information (there is no cost associated with registering as a supplier on the City website).
- You can obtain copies of non-construction bids or Request for Proposals at no charge (there is usually a charge for construction bids) by visiting Purchasing & Contracts at City Hall, 1st Floor, 400 Stewart Avenue, Las Vegas, Nevada, or by calling (702) 229-6231 to have a copy mailed to you.

Get Acquainted With the City Website

- Optional, for Non-Construction Suppliers: Register on the www.demandstar.com website (there is a cost associated with becoming a member) to receive notifications of bid opportunities and applicable addenda.
- There is a nominal cost to download a bid/addenda from the DemandStar website, if you are not registered with DemandStar.

Get Acquainted With the City Website

- Review or update registration information
- Check Bid Results
- Review Purchase Order Terms and Conditions
- Sign up for Electronic funds Transfer to be paid for City contracts by direct deposit
- Review the Equal Opportunity Contracting Program
- Check for Bid Opportunities



Check for Bid Opportunities

- City does not send out notices of its bidding opportunities; it is the supplier's responsibility to routinely check the City website for bidding opportunities at www.lasvegasnevada.gov ; Click on "Business" tab; Scroll down and click on "Bidding Opportunities".
- Check the legal notices section of the Las Vegas Review Journal.
- Send plans of construction projects to local planrooms and chambers.
- If registered as a member of Demand Star, you will be notified of any bid opportunities and receive any applicable addenda.

Check for Bid Opportunities

- Obtain the solicitation documents ONLY from the CLV website or Demand Star. If you obtain documents from any other source, you will not be notified of any addenda from the City, and you understand and assume all risks by reliance on the documents you obtained from the other source.
- Addenda may contain material changes to the solicitation, such as changes to the technical specifications or extensions of time.

Check for Bid Opportunities

- Department telephone numbers are listed in the Embarq Telephone Directory White Pages under “Las Vegas City of”.
- Certain purchases (low dollar) may be purchased by a City Employee (with City ID) on a Procurement Card (P-Card).
- Do NOT accept an order without a P-Card or a Purchase Order issued by an authorized personnel of the City Purchasing & Contracts Division.

Purchasing & Contracts

Authorized Personnel

Teresa Boyce	<u>tboyce@lasvegasnevada.gov</u>
Bill Colin	<u>wcolin@lasvegasnevada.gov</u>
Dianne Collins	<u>dcollins@lasvegasnevada.gov</u>
Lloyd Davis	<u>ldavis@lasvegasnevada.gov</u>
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Tom Maino	<u>tmaino@lasvegasnevada.gov</u>
Cindy White	<u>cwhite@lasvegasnevada.gov</u>

Purchasing & Contracts

Authorized Personnel-Department/Division Responsibilities

Teresa Boyce	City Manager's Office; Communications Office; IT; Leisure Services
Bill Colin	Public Works-Environmental, Office of Architectural Services, City Engineering, Engineering Planning; Building & Safety; Planning
Dianne Collins	Neighborhood Services; Planning; Public Works (Professional Services) Office of Architectural Services, City Engineering, Engineering Planning, Environmental; Public Works (Construction)-Engineering Planning, Environmental
Lloyd Davis	Building & Safety; Field Operations'; Public Works (Construction)-Office of Architectural Services, City Engineering, Traffic Engineering; Public Works (Professional Services)-Traffic Engineering
Dan Dixon	Administrative Services; Business Development; City Council Office; City Manager's Office; Communications Office; Cultural Affairs Office; Government & Community Affairs; IT; Leisure Services
Tony Green	Facilities Management; Park Maintenance, ;Traffic Engineering
Denise Kaplan	Administrative Services; Business Development; Cultural Affairs; Detention and Enforcement; Government & Community Affairs; Municipal Court
Steve Kessler	Neighborhood Services; Public Works-Traffic Engineering
Geri Leaf	Detention and Enforcement; Fire and Rescue
John Lonborg	City Attorney's Office; City Auditor's Office; City Clerk's Office; Municipal Court; Finance and Business Services; Human Resources
Tom Maino	Fleet & Transportation Services; Real Estate; Streets & Sanitation
Cindy White	City Attorney's Office; City Auditor's Office; City Clerk's Office; City Council Office; Finance and Business Services; Fire and Rescue; Human Resources

Process - Advertised Bids

(For Goods, General Services and Construction)

- Bid document prepared and advertised
- Pre-Bid Conference held, supplier participation strongly suggested, some are mandatory
- Site walk-through, if necessary
- Addenda issued, if applicable
- Bid Opening, public is invited
- Bids Evaluated
- Bid Award, to lowest responsive responsible bidder
- Contract Administration

Process - Advertised Request for Proposals (RFP)

(Generally for Professional Services)

- RFP document prepared and advertised
- Pre-Proposal Conference held, supplier participation strongly suggested, some are mandatory
- Addenda issued, if applicable
- Proposal Due Date
- Proposals Evaluated
- Oral Interviews, if required
- Contract Negotiation
- Contract Award
- Contract Administration

Process - Informal Quotes

- Quote form prepared and issued by Purchasing & Contracts or using department, including applicable terms and conditions
- Optional: Site walk-through
- Addenda issued, if required
- Quote Due Date
- Quotes Evaluated
- Award to lowest responsive, responsible bidder
- PO issued with terms and conditions

M/W/DVBE Participation

- The Equal Opportunity Contracting Program provides technical assistance to minority-owned, women-owned and disabled veteran-owned business enterprises (M/W/DVBEs) to give those organizations greater access to contracting and procurement opportunities with the City.
- Must be at least 51% owned by one or more minorities/women/disabled veterans who also control and operate the business.
- Training available upon prior request immediately following Pre-Bid or Pre-Proposal Conference.
- For additional information on M/W/DVBE bidding opportunities, please call (702) 229-6231.

Additional Hints for Doing Business with the City

- Visit the City internet site:
(www.lasvegasnevada.gov).
- Obtain and review the solicitation (Bid or RFP) document.
- Attend the Pre-Bid or Pre-Proposal Conference.
- Ask questions.
- Request training on Bid or Proposal preparation.
- Follow solicitation instructions completely.
- Provide all requested documentation.

Questions?
Thank you for your interest in the
City of Las Vegas!

